

**Vacancy Announcement**  
**ANNOUNCEMENT NO: ORE-16-03**

**OPEN TO:**

**POSITION:** DCR Cook/ Representational Caretaker (in the Residence of the Deputy Chief of Mission)

**OPENING DATE:** Thursday, November 3, 2016

**CLOSING DATE:** Wednesday, November 9, 2016

**WORK HOURS:**

**SALARY:** To be determined

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum seeks a qualified individual for the position of **Cook/ Representational Caretaker** for the Deputy Chief of Mission.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Carries out the DCR Manager/Executive Chef's directives related to all routines, schedules and standards affecting the overall appearance and functioning of the residence.
- Assists with all aspects of the kitchen and pantries including menu creation, meal preparation, shopping, stocking, organizing, cleaning, and table management.
- Substitutes when the Executive Chef/Residence Manager is away.
- Sets table, serves meals and drinks. Staffs activities and events.
- Responsible for financial accounting for official events.
- Responsible for representational inventory and for maintaining representational supply room. Polishes and maintains flatware.
- Responsible for maintaining table linens and kitchen linens.
- Responsible for daily cleaning and regular deep cleaning of front entry and first floor representational spaces including bathroom, windows, and interior plants.
- Assists with daily cleaning of external representational space.
- Responsible for reporting repairs needed to the DCMR Manager/Executive Chef.
- Staffs events. Assists DCR Cook and Housekeeper with serving.
- Assists with pet care as appropriate.
- Responsible for remembering requests and preferences.
- Responsible for reporting any and all safety and security concerns.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education**: High School.
2. **Prior Work Experience**: Minimum four years as professional cook to include large-scale entertaining.
3. **Language Proficiency**: English Level III (ability to read and interpret cookbooks and write menus).
4. **Skills**:
  - Ability to supervise small and large-scale food preparation and presentation.
  - Ability to keep kitchen accounts and adapt to EMPLOYER's varying tastes cuisines.

**SELECTION PROCESS:**

- Applicants must be eligible for appointment under local government laws and regulations. Non-Sudanese residents must have a stay/work permit in order to be eligible for hiring.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire. A high degree of integrity and honesty is required. Police records will be checked.
- **Selected candidates must pass an interview and test period.**

**How TO APPLY:**

**Interested individuals for this position must submit the following:**

1. Application for Employment (attached)
2. Completed applications must be received on or before the closing date.  
Applications received after the closing date will not be considered.
3. Applications may be submitted through:
  - E-mail: [ElkheiriTS@state.gov](mailto:ElkheiriTS@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - OR**
  - Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan (application box outside Consular Entrance).

**POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 249-1-870-22000 Ext. 2022

# Application Form for employment as Domestic Helper

## PERSONAL DATA

Name (Last/First/Middle): \_\_\_\_\_

Other names used: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

Place of birth: \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Remarried Widow \_\_\_\_\_  
Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Passport/National ID Number: \_\_\_\_\_

### PRESENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### WORK HISTORY:

1. Present employer

Dates of employment  
(Month/Year)

\_\_\_\_\_  
\_\_\_\_\_

Salary per month: \_\_\_\_\_

**2. Previous employer - (Please list three recent ones. They may be contacted in order to provide information on work performance).**

NAME OF EMPLOYER

TELEPHONE NUMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### KNOWLEDGE & SKILLS:

Cooking (Western European style) \_\_\_\_\_ Cleaning/Laundry \_\_\_\_\_ Shopping \_\_\_\_\_

Pet care \_\_\_\_\_ Children care \_\_\_\_\_

I certify that the information contained herein is correct to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_